1. **PHOTOGRAPHS**

A. Definitions

(1) Evidentiary Images	• Images obtained for the purposes of evidence to support a criminal investigation or other investigative purpose, such as crash investigations involving City equipment.
(2) Cameras	• Refers to City-issued camera equipment
(3) Non-evidentiary Images	• Images taken for administrative, intelligence, or other reasons not originally believed to be evidence, such as field interview photographs; employees should be aware in some cases these images could become evidence at a future date.
(4) Photographs	• Images taken by digital camera certified personnel with authorized cameras using digital film cards or imaging disks. • Images taken using City-issued cellphones

B. General Policy

(1) Employees will not use any personal electronic device, such as a personal digital assistant (PDA) or cellphone, to take law enforcement related photographs.

(2) Employees must have supervisor approval to deviate from this policy.

(3) The Forensic Imaging Unit (FIU) will not support images taken by non-authorized cameras.

(4) Only those cameras approved by FIU or City-issued cellphones will be used for evidentiary images.

- FIU will supply all Department issued camera equipment except for LSB and CSRU camera equipment.
- Employees will consult with FIU prior to purchasing a digital imaging camera if they plan to use it on duty.
- FIU is responsible for providing authorized training on approved digital cameras it has authorized.
- Seized camera equipment must meet FIU specifications prior to being used for Department purposes.

C. Photograph Procedures:

(1) When Evidentiary Photographs Will Be Taken	• When investigating serious crimes against persons or property, evidentiary photographs will be taken of all appropriate crime scenes and evidence. • Examples of serious crime scenes include, but are not limited to: ∗ Homicides ∗ Sexual assaults ∗ Arson ∗ Burglaries ∗ Robberies ∗ Aggravated assaults ∗ Child neglect/abuse ∗ Response to resistance incidents ∗ Injured prisoner ∗ Traffic fatalities/serious injury crashes ∗ Anytime a citizen is injured as a result of police contact, including traffic crashes • Photographs will be taken of recovered property that is to be returned to the victim in lieu of impounding, such as Operation Identification items or shoplifting evidence. • Only assigned imaging disks will be used and each disk can be utilized to store more than one crime scene. • Prior to taking evidentiary photographs (except DUI suspect photographs), the photographer must complete and photograph a blue/white Digital Data Form 80-93 (or similar form) with the case information, such as an IR or calls for service number, crime/incident type, date, subject, and photographer's serial number.

1. C. Photograph Procedures (continued)

(1) When Evidentiary Photographs Will Be Taken (continued)	• Digital images will only be deleted from the memory card by FIU or CSRU personnel after all images, whether usable or not, are uploaded into the Digital Imaging Storage System by FIU or CSRU personnel (see 1.C.(4) below for storing images). **EXCEPTION**: Photographs of DUI suspects will be deleted by the photographer after the photographs are attached to the IR/ Incident Supplement as an "Image."
(2) Personnel Authorized to Take Evidentiary Photographs	• CSRU personnel • Employees who have completed Department sponsored digital photography training on crime scene photography • Digital camera certified employees • Employees using City-issued cellphones with Axon® Capture
(3) Documenting Photographic Crime-Scene Evidence	• Documentation of the photographs will be completed in an IR or Incident Supplement regarding the photographs to describe their evidentiary value. • See Operations Order 5.1.01, Axon® Capture and Evidence.com Procedures.
(4) Processing/ Storing Evidentiary Images	• Photographs taken using digital cameras will be uploaded through the Evidence Upload interface on PolicePoint by the end of shift. **EXCEPTION**: - Crime Scene Response and approved specialty details will upload directly into Application Xtender. • All images must be uploaded including out of focus and accidental images. • Memory cards will be formatted after all images have been uploaded through the Evidence Upload interface. • Injured prisoner and response to resistance evidentiary photographs will be designated as such on the front of the Digital Data form. • Refer to the training video on the Phoenix Police E-Learning site • Evidentiary images will be stored in a database and a separate working copy may be created for investigative use, such as enhancement. ∗ This will prevent the original image from being corrupted. • Imaging disks will be cleaned and returned to the appropriate bureau/precinct for reuse. Units with Special Needs • Some bureaus have special needs and will be permitted to authenticate and store evidentiary photographs at their site due to court ordered investigations, open/on-going investigations, intelligence storage, etc. • These bureaus must comply with the same authentication and storage procedures utilized by FIU.
(5) Non-Evidentiary Images	• Non-evidentiary photographs may only be taken on a "GMIC" (Gang Information Card) imaging disk supplied by FIU. • If a total of ten or less non-evidentiary photographs have been taken of any incident, they may be uploaded as an attachment to FBR forms/reports and then deleted from the imaging disk. **NOTE**: To update a subject's master name index (MNI) with an uploaded photo, contact the Central Booking Detail at RIBFingerprintUnit.PPD@phoenix.gov or 602-495-3612. • Non-evidentiary photographs may also be submitted to FIU in an appropriate photo envelope ensuring some type of identifying information is included for each incident, such as a calls for service number or the photographer's serial number and the subject's name and date of birth.

1. C. Photograph Procedures (continued)

(6) Ordering Prints/Compact Discs (CDs) from FIU	• All evidentiary photographs and audio/video recordings of blood draws will be stored on the Department's centralized Digital Imaging Storage System, or when applicable, in LSB's imaging storage system. • If needed, prints/CDs may be ordered from FIU by sending an email to forensic.imaging.unit@phoenix.gov with the IR/FI/calls for service number, what is needed (photos, audios, or both), and how many copies. • Only photographs/recordings required for court or investigative purposes will be requested. • Upon completion of the request, the prints/CDs will be sent to the requestor through inter-office mail.

2. **RECORDINGS**

A. Department audio recordings only will be uploaded to PolicePoint by accessing the "Evidence Upload" link under "PPD Applications" (left side of the Home page).

B. Department audio/video recordings of blood draws will be submitted to/processed by FIU (the media card and log sheet will be hand carried to FIU).

NOTE: Imaging disks for blood draw audio/video recordings will be brought to FIU at least once a week.

C. Department audio/video recordings, other than for blood draws and recordings obtained by BWC video technology, are automatically stored in the Video Oversight system (see the specific investigative detail bureau manual for more information on the Video Oversight system and Operations Order 5.1.01, Axon® Capture and Evidence.com Procedures, for body-worn video technology impounding procedures)

D. Any videos recorded on City-issued cameras must be burned to disc and the disc must be impounded.

Last Organizational Review: